



City of Sunrise
REQUIREMENTS
FOR PERMIT
APPLICATIONS

Building Department

1607 NW 136 Ave., Bldg. B

Sunrise, FL 33323

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GENERAL INFORMATION

Throughout this Permit Application instruction packet, you will frequently see the following message:
ZONING APPROVAL REQUIRED.

This means the permit application must be **FIRST** submitted for approval at the
Planning & Development Department located at:
City Hall
10770 West Oakland Park Boulevard
Sunrise, Florida 33351
(954) 746-3270

Upon zoning approval, the permit application will be forwarded to the Building Department for final processing. To check on the status of a permit application, please call the Permit section at (954) 572-2354.

TELEPHONE & ADDRESS INFORMATION (Non-Sunrise Organizations)

Florida Division of Hotels & Restaurants

1700 N.W. 64th St., Suite 600
Ft. Lauderdale, Florida 33309
Telephone: (954) 467-4448

Department of Planning & Environmental Protection

218 SW 1st Ave.
Ft. Lauderdale, Florida 33301
Telephone: (954) 519-1400

Sunshine State One-Call of Florida (underground utility location)

1-800-432-4770

REQUIREMENTS FOR PERMIT APPLICATIONS

The following guidelines have been established to help you through the plan submittal & permit process with the City of Sunrise Building Department. Please refer to this guide for assistance. If you should need additional assistance, the Building Department staff is here to help you.

All plans submitted for building permits need to be accompanied by a completed and notarized Building Application form. The application must include the following information before processing can commence:

1. Property's folio number as indicated on the tax roll.
2. Property owner's name, address and telephone number.
3. Contractor's name, address, telephone number and license number.
4. The job address and legal description (Lot, Block, and Section).
5. The present use of the building or the property and the proposed use after the work is performed. A description of proposed work is also required.
6. All signatures on the application must be notarized. For your convenience, the Building Permit Staff will perform this service free of charge.
7. All contractors must have on file a Certificate of Insurance made out to the City of Sunrise, including general liability and workers compensation.
8. Copies of your state license, Certificate of Competency with state registration, and an occupational license are also required.

The Permit Clerk will check the permit application package to ensure all items are present and will date stamp the application. After the application has been approved or rejected, the Permit staff will notify the applicant by postcard.

ADDITION / ALTERATION PERMIT APPLICATIONS

ALTERATION & ADDITIONS: RESIDENTIAL – ZONING APPROVAL REQUIRED.

In most cases, if the estimated value of the job is under \$5,000.00, for all building except single-family homes, the plans do not need to be sealed. If the estimated value of single-family homes is less than \$10,000, they too, do not need to be prepared by a registered architect or engineer.

1. Three (3) copies of the plans.
2. Three (3) copies of a survey of the premises, showing proposed alterations with dimensions and setbacks to property lines.
3. Energy calculations.
4. Department of Planning & Environmental Protection (D.P.E.P.) approval required if adding a bedroom. D.P.E.P. is located at 218 SW 1st Ave., Ft. Lauderdale, (954) 519-1400.
5. Owner/Builder Permit Affidavit, signed and notarized.
6. Plan submittal fee of \$10.00 per \$1,000.00 of work value not to exceed \$250.00

All subcontractors' applications must be submitted with the package (Electrical, Mechanical, Plumbing & Roofing Permits).

ALTERATION & ADDITIONS: COMMERCIAL – ZONING APPROVAL REQUIRED.

1. Four (4) copies of sealed plans. Building key/site plan required.
2. Department of Planning & Environmental Protection (D.P.E.P) approval required. D.P.E.P is located at 218 SW 1st Ave., Ft. Lauderdale, (954) 519-1400.
3. If there is a change in use, or the seating capacity within, any structural changes – and for industrial buildings, warehouses, offices, etc. – Broward Health Department approval is required if food preparation takes place on the premises. Please contact the Florida Division of Hotels & Restaurants at 1700 N.W. 64th St., Suite 600, Ft. Lauderdale, (954) 467-4448.
4. Plan submittal fee of \$10.00 per \$1,000.00 of work value not to exceed \$250.00

All subcontractors' applications must be submitted with the package (Electrical, Mechanical, Plumbing & Roofing Permits).

NEW CONSTRUCTION PERMIT APPLICATIONS**SINGLE FAMILY / MULTI-FAMILY / COMMERCIAL / INDUSTRIAL – ZONING APPROVAL REQUIRED.**

1. Two (2) signed and sealed plans - single family.
2. Three (3) signed and sealed plans - multi-family, commercial and industrial.
3. Department of Planning & Environmental Protection (D.P.E.P.) approval is required. D.P.E.P is located at 218 SW 1st Ave., Ft. Lauderdale, (954) 519-1400.
4. City of Sunrise Planning & Development approval required. Please contact Planning & Development at City Hall, 10770 W. Oakland Park Blvd., Sunrise, (954) 746-3270.
5. Submit pink receipt from Planning & Engineering indicating all impact fees, engineering fees, water meter fees, C.I.A.C. fees and plant connection fees have been paid.
6. Florida Division of Hotels & Restaurants stamp will be required for a restaurant. Please contact the Florida Division of Hotels & Restaurants at 1700 N.W. 64th St., Suite 600, Ft. Lauderdale, (954) 467-4448.
7. Two (2) copies of energy calculations with tear-off sheet completely filled out.
8. Three (3) copies of a signed and sealed survey indicating floor and road elevations, building dimensions and setbacks from property lines.
9. Two (2) signed and sealed soil bearing certificates.
10. All permit applications must be completely filled out.
11. Job address, legal description and contractor's name indicated on outside of all plans.
12. If job does not have an address, submit one (1) mylar and two (2) site plans 24x36, showing map location, legal description, number of parking spaces (including handicap spaces) and site analysis.
13. All subcontractor applications must be submitted with package (Electrical, Mechanical, Plumbing and Roofing Permits, as well as Fire Sprinkler, if applicable).
14. Review for A.D.A requirements (Disability Accessibility).
15. Plan submittal fee of \$10.00 per \$1,000.00 of work value not to exceed \$250.00

TEMPORARY CONSTRUCTION TRAILER – ZONING APPROVAL REQUIRED.

1. Three (3) copies of survey or site plan indicating where trailer will be located, trailer dimensions and setbacks from property lines.
2. Department of Planning & Environmental Protection (D.P.E.P.) approval. D.P.E.P is located at 218 SW 1st Ave., Ft. Lauderdale, (954) 519-1400.

WOOD DECK – ZONING APPROVAL REQUIRED.

1. Three (3) copies of survey showing dimensions of deck and setbacks to property lines.
2. Three (3) framing plans.
3. Total square footage of deck.
4. Inches from ground (if greater than two (2) feet high, will require railings).

SIGN – ZONING APPROVAL REQUIRED FOR EXTERIOR SIGNS ONLY.

1. Three (3) copies of plans.
2. Three (3) copies of site plan.

Note: For a Monument Sign, five (5) copies of all submittals are required. Landscaping inspection required prior to final building inspection.

POOL: COMMERCIAL & RESIDENTIAL – ZONING APPROVAL REQUIRED.

1. Four (4) sealed plans.
2. Health Department approval needed for commercial pools only. Please contact the Broward County Public Health Unit, Environmental Engineering Section, 2421 SW 6th Ave, Ft. Lauderdale, (954) 467-4845.
3. Department of Planning & Environmental Protection (D.P.E.P.) approval needed for multi-family and commercial pools only. D.P.E.P is located at 218 SW 1st Ave., Ft. Lauderdale, (954) 519-1400.
4. Four (4) copies of survey indicating pool location and setbacks to property lines.
5. Access letter (permission to enter) from abutting property owner (not required if applicant has twelve (12) feet of access way on their property).
6. Sunshine State One-Call of Florida (underground utility location) 1-800-432-4770.

ABOVE GROUND POOL / SPA – ZONING APPROVAL REQUIRED.

1. Dade County Product approval.
2. Specification sheet on pool.
3. Completed electrical application.
4. Completed fence / screen enclosure permit application if not already existing.

LAWN SPRINKLER – ZONING APPROVAL REQUIRED.

1. Two (2) sets of plans indicating sprinkler head locations. Must be submitted to City of Sunrise Planning & Development Department for Irrigation Permit. Please contact Planning & Development at City Hall, 10770 W. Oakland Park Blvd., Sunrise, (954) 746-3270.

2. Pump & Water pump application must be submitted (Building Department).

RESIDENTIAL FENCE

1. Two (2) copies of survey indicating the location of fence, type of fence, height and gate location.
2. Sunshine State One-Call of Florida (underground utility location) 1-800-432-4770

COMMERCIAL / MULTI-FAMILY FENCE – ZONING APPROVAL REQUIRED.

1. Three (3) copies of the survey indicating the location of fencing, type of fencing, height and lineal feet of fence.
2. Sunshine State One-Call of Florida (underground utility location) 1-800-432-4770

SLABS (ALL) – ZONING APPROVAL REQUIRED.

1. Three (3) copies of the survey indicating location of slab, dimensions and setbacks to property lines.
2. Sunshine State One-Call of Florida (underground utility location) 1-800-432-4770
3. Department of Planning & Environmental Protection (D.P.E.P.) approval required for slabs over 250 square feet, except those for existing single-family residences. D.P.E.P is located at 218 SW 1st Ave., Ft. Lauderdale, (954) 519-1400.

SHED – ZONING APPROVAL REQUIRED.

1. Three (3) copies of the survey indicating the location of the shed, shed dimensions and setbacks to property lines.
2. Method of attachment (slab or anchored to ground).
3. Dade County Product approval/state approved drawings.
4. Specifications sheet for shed.
5. Sunshine State One-Call of Florida (underground utility location) 1-800-432-4770.

ROOFING – ZONING APPROVAL REQUIRED WHEN CHANGING FROM TILE TO SHINGLE.

1. Pitch of roof.
2. Describe on permit application type of roof such as three-tab shingle, barrel tile, tar/gravel, and describe layers of felt.
3. Department of Planning & Environmental Protection form to be filled out for commercial and four (4) or more units. Forms are available at front counter of Building Department.
4. Under remarks, indicate existing system (Flat - Slope).
5. Two (2) complete copies of approved manufacturer's specification sheets.
6. Two (2) complete copies of Metro Dade Product approval.

SCREEN ENCLOSURE – ZONING APPROVAL REQUIRED.

1. Three (3) copies of the survey, showing location, dimensions, type of roof and setbacks to property line.
2. Three (3) signed and sealed specification drawings highlighting the materials to be used.
3. Three (3) site adaptation plans (framing).

SATELLITE DISH / ANTENNA – ZONING APPROVAL REQUIRED.

1. Three (3) signed and sealed drawings.
2. Three (3) copies of the survey.
3. Sunshine State One-Call of Florida (underground utility location) 1-800-432-4770

AWNING – ZONING APPROVAL REQUIRED.

1. Three (3) copies of the site plan.
2. Three (3) copies of flame certificate.
3. Three (3) signed and sealed drawings.
4. Sample of awning material/color.

DEMOLITION – ZONING APPROVAL REQUIRED.

1. Three (3) copies of demolition plans.
2. Department of Planning & Environmental Protection (D.P.E.P.) approval is required for Asbestos Report. D.P.E.P. is located at 218 SW 1st Ave., Ft. Lauderdale, (954) 519-1400.

BANNER – ZONING APPROVAL REQUIRED.

1. Three (3) copies of survey showing location of banner.
2. Three (3) drawings of banner.

NEWS RACK INSTALLATION OR MODIFICATION – ZONING APPROVAL REQUIRED.

PLAN REVIEW (DRY RUN)

1. One (1) set of drawings.
2. Permit application.
3. Fee: \$285.00.